


## Interim Policy & Procedure Memorandum

### ISD-IPP 14-04

**TO:** ISD Employees  
**FROM:**  Marilyn Martinez, Acting Director, Income Support Division  
**RE:** Administrative Renewal for MAGI-Categories of Eligibility only  
**DATE:** March 13, 2014

This IPP serves to clarify how to perform an administrative renewal process for the MAGI-COE. An administrative renewal task (see screen shot below) will appear in the Recertification queue 120 days prior to the MAGI-COE recertification due date. The county field office will have the opportunity to complete a recertification on the case with readily available information. If the process is not completed an ISD (SP) 122 will be issued 45 days prior to the certification expiration.

The intention of an administrative renewal is to use readily available information to complete the recertification without soliciting information from the client. If you must contact the client (by issuing a HUMAD) do not pursue the administrative renewal and wait for the ISD (SP) 122 to be issued. The administrative renewal task must be disposed, after it is completed or if it is determined there is not enough information to finalize the administrative renewal so that another worker doesn't pick it up to work it.

Readily available information includes but is not limited to:

- The Work Number
- Department Workforce Solutions Scans
- ECF information for attached *active* SNAP, TANF, General Assistance Education Works or LIHEAP.

Search Results						
Case/App #	Case Name	Document Title	Queue	Assigned To	Task Status	Status Date
120	Chavez	MAGI COE due for recertification next month	Recertification	<a href="#">kmartinez_faa</a>	In Progress	01/02/2014
120	Borrego	MAGI COE due for recertification next month	Recertification		New	01/02/2014

## How to complete an administrative renewal:

Navigate to Recertification > Packet Received

- Select “Administrative Renewal” as the Form Type
- Mark the box for “Perform Administrative Renewal?”
- Log the packet in with the appropriate date within the recertification due month
- Hit “Submit”
- Hit “Start Recertification”
- Complete the recertification

EDG #	Category Of Eligibility	Re-Certification Date	Perform Administrative Renewal?
200	MAGI Adult	04/30/2014	<input checked="" type="checkbox"/>

This IPP has been posted to the forms drive: <\\disfasv025\ISDFForms>

If you have questions regarding this IPP, please contact Suzie Jacquez at (505)827-7268 or by e-mail at [Suzie.Jacquez@state.nm.us](mailto:Suzie.Jacquez@state.nm.us).